



COUNTY OF LOS ANGELES
CHIEF ADMINISTRATIVE OFFICE

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(213) 974-1101

SALLY R. REED
CHIEF ADMINISTRATIVE OFFICER

July 6, 1994

To: Each Supervisor

From: Sally R. Reed
Chief Administrative Officer

Subject: **CHIEF ADMINISTRATIVE OFFICE REVIEW OF LEGISLATIVE POSITIONS
RECOMMENDED BY DEPARTMENTS, COMMISSIONS, AND ADVISORY
BOARDS**

On May 31, 1994, the Board directed my office to suggest a procedure for the Chief Administrative Office (CAO) to review and recommend positions on all State and Federal legislation submitted for action by departments, commissions, and advisory boards, prior to being placed on the Board's agenda. We consulted with the Executive Office and other key departments which provide staff to commissions and advisory boards, the staff of key commissions and advisory boards, and also with the departments that routinely submit legislative recommendations.

Departments

In regard to legislative analyses and recommendations submitted by County departments there is currently an established process. We routinely work with the departments' legislative representatives in Sacramento and Washington, D.C., professional associations, interest groups, and other governmental entities to develop and identify legislative policies and bills important to the County. We then coordinate the analyses and develop recommended positions with the affected departments and agencies. These are then presented for the Board's consideration in the County's Legislative Program at the beginning of the State and Federal Legislative Session, in a series of Board letters containing analyses and recommended County positions, and in Board memos indicating the pursuit of bills affirmed by previous Board actions or containing analyses and recommendations in response to Board actions.

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Commissions and Advisory Boards

As indicated above, we consulted with the Executive Office and other key departments who staff commissions and advisory boards, and the staff of key commissions and advisory boards that routinely submit legislation, and have agreed upon the following procedure which, unless otherwise directed, we will implement immediately.

Whenever a commission or advisory board has conducted a review of legislative bills and has identified those which they plan to recommend a County position, they are to notify the CAO that they will be pursuing a position on those bills. The CAO will initiate an analysis, which includes input from the affected County departments and a recommended position, and forward the completed analysis to the referring commission or advisory body. The CAO's analysis should be included in the commission's or advisory board's recommendation to the Board, and a copy of the analysis should be attached.

This procedure will benefit commissions and advisory bodies by providing them with relevant information, particularly a bill's impact on the County and the CAO's recommended position, prior to determining whether a bill should be referred to the Board. Also, this will provide the Board the opportunity to review a commission's or advisory board's legislative recommendations with the CAO's analysis prior to making a decision to approve their recommendation. Finally, it will allow commissions and advisory bodies to maintain their established protocols with minimal disruption to their ongoing operations.

Again, we will pursue implementation of this procedure immediately and advise all affected departments, commissions, and advisory boards. If you have any questions or need additional information, please call Gerri Kariya at (213) 974-1100.

SRR:GK
DE:jsl

c: Executive Officer, Board of Supervisors
County Counsel